

7P # 1246-77

DDA 77-3604

22 JUN 1977

STATINTL

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

FROM : Michael J. Malanick  
Associate Deputy Director  
for Administration

SUBJECT : Project AIM Assessment Center Observers

1. You are requested to identify an officer to act as an observer for Project AIM Assessment Center. The Center will be held in the Chamber of Commerce Building, Room 703, on the following dates:

- a. 18-19 July 77
- b. 21-22 July 77
- c. 25-26 July 77
- d. 28-29 July 77

2. Each observer is requested to attend two of the Center sessions. The Psychological Services Staff (PSS) will stagger the assignments of observers to the Center to ensure that individual observers will not participate in consecutive sessions.

3. Each observer is required to attend a 1-1/2 day training exercise designed for Assessment Center observers prior to the initial implementation of the Center.

4. Candidates offered by your Office to participate as observers should have the following qualifications:

- a. experience as a Rating Official on fitness reports;

- b. supervisory experience; and
- c. reasonable maturity.

5. Please forward the name of your candidate for the Center to the DDA EEO Officer, Room 6D-57, Headquarters, no later than CoB 8 July 1977.

6. Any questions regarding this request should be directed to the DDA EEO Officer, extension 5061.

/s/ Michael J. Malanick

Michael J. Malanick